



EFFECTIVE TUESDAY FEBRUARY 1ST, 2005...  
ANOTHER PLAN REVIEW OPTION FOR CERTAIN PROJECTS.

## QUICK START I PROGRAM

### WHAT IS THE PROGRAM?

A meeting held between the owner, the design team, and the plan analysts for large commercial projects to resolve the outstanding comments on a plan that has been through a complete review.

### WHAT ARE THE BENEFITS?

The ability for design professionals to meet one on one with plan examiners to expedite the review of large projects in order to approve the plans for permit within an hour of meeting time rather than resubmitting the plans into the system for a twenty (20) to thirty (30) day review of corrections.

### HOW MUCH DOES IT COST?

The Quick Start I fee will be 65% of the calculated building permit fee in addition to the building permit fee, payable in advance of the review meeting. The fee is good for two meetings only (or one meeting and one expedited (7 workday review)).

### ARE THERE ANY LIMITATIONS?

Quick Start I will be limited to one project per day subject to staff availability and workload restraints.

Significant corrections that could not be red lined during the meeting would require that the designers correct the drawings and meet again or resubmit for a 7 workday review.

If the plans cannot be approved after that they must be resubmitted into the Commercial Plan Review system for the standard process of reviewing the corrected plans.

### FOR MORE INFORMATION?

For more information please contact Michael Howard at 713-535-7536 or via email at Michael.Howard@cityofhouston.net.

### STILL NEED MORE INFORMATION?

Download a detailed guideline from our website at :  
[www.publicworks.cityofhouston.gov/planning/enforcement/docs/QSI.pdf](http://www.publicworks.cityofhouston.gov/planning/enforcement/docs/QSI.pdf)

### WHO QUALIFIES?

In order to qualify for the program the project must meet all of the following criteria:

- Valuation for the scope of work must equal or exceed \$1,000,000.
- Scope of work must require the services of licensed architects/engineers as per the architectural and engineering practice acts.
- Must be professionally designed throughout by licensed architects/engineers.
- Must have completed at least one review thru Commercial Plan Review before qualifying.
- Plan design must have been complete when submitted for the original review by Commercial Plan Review. Incomplete or preliminary stage plans submitted on the first review will not qualify.
- Must have all required departmental approvals other than structural, electrical, plumbing, mechanical, and storm drainage before qualifying. (Impact fee payment does not disqualify)
- The complexity of the plan rejections and corrections are limited to those that may be reviewed for compliance within one hour for each trade. The complexity determination is reserved for Plan Review Management.

### WHAT ARE THE STEPS?

1. After receipt of plans from Code Enforcement following a complete review, applicant submits an application to the Commercial Plan Review Division Manager for "Quick Start I" service.
2. Division Manager makes determination for qualification of plan and staff availability.
3. Division Manager and applicant coordinate a date and time for the "Quick Start I" review meeting.
4. The review meeting requires the presence of the owner and the responsible design professionals who may assist in the explanation of plan corrections and who may "red line" the plans to obtain plan approval. "Red line" corrections will require the professional to reseal the corrected drawings in the meeting to obtain approval.
5. Upon complete approval the plans are resubmitted for processing within 1 workday.